
Officer Accessions (OA) Recruiter (8R000)

1. This Command Job Qualifications Standard (CJQS) pertains to SDI 8R000 Air Force recruiting personnel. Tasks listed in Column 1 of the attachments are the most common tasks, knowledge, and technical references necessary for OA recruiters to perform their duties. Compliance with this JQS is mandatory. This CJQS will remain in effect until superseded or rescinded, regardless of the date of the STS. Tasks are functionally grouped by subject to aid in the training process.
2. In Column 2, (C) identifies tasks, which are critical tasks. These tasks will have documented training within the first 60 days, regardless of the time phase of the task. Demonstration and performance training will be accomplished on all tasks until the satisfactory level is reached. Each task will be evaluated using one of the following two proficiency levels: **Satisfactory** level indicates the recruiter can do all parts of the task, needs only a spot check to complete work, and meets local demands for speed and accuracy while meeting production requirements. **Unsatisfactory** level means that the trainee is unable to do simple parts of the task and needs to be shown how to do most of the task.
3. Evaluations will be conducted at the fourth, eighth, twelfth (if required) and fifteenth (if required) month points. The evaluation may take place anytime during the month they are required. Certifications may take place anytime after the eighth month training evaluation. **Any critical task rated unsatisfactory will result in the entire evaluation receiving an unsatisfactory rating.** The evaluator must adhere to time phases identified for each task (see paragraph 4 for explanation of time phased tasks). Record reviews by the squadron trainer are required following all evaluations, and prior to certification. They will ensure all required training documentation is included, and the flight chief has properly identified training deficiencies and prepared an effective training plan to correct these deficiencies. The squadron superintendent will review the results of all evaluations, approve all training plans, and ensure they are followed.
4. All JQS tasks have been time phased according to the critical nature and mission impact each task may carry. Training will be given to each trainee by providing an overview, technical discussion, task demonstration, and finally, trainee performance. This training will be time phased. Time phased training period: The first number indicates the earliest a task may be closed and the second number indicates the time at which the task should be rated **satisfactory**. Example: A task time phased (4-8) means the earliest the task may be closed is the fourth month, and the eighth month is when the **satisfactory** level must be achieved. Ultimately the trainee must be able to perform a given task without assistance. Feedback and thorough evaluation are essential elements and must be included in each training session.
5. Supervisors and trainees are responsible for the accuracy of this JQS. The completion of the JQS form will be accomplished in the following manner. The training start date will be the date the trainee is assigned to position and will be annotated at the top of the AF Form 1098 in the AF Form 623. Each time the primary trainer provides training on any task, annotate the date in the first available block next to the task and have trainee initial in the block provided underneath. Repeat this each time you train, until they perform the task at the **satisfactory** level. When the **satisfactory** level is reached, annotate the date on the far right of the task and the primary trainer's initials directly below the date.

6. Training from the primary trainer will be documented directly on the JQS. Use AF Form 623a if the trainee is failing to progress or receives an **unsatisfactory** rating on a task or evaluation. All training on unsatisfactory tasks will be documented on AF Form 623a until the **satisfactory** level is reached. Training from other than primary trainer (squadron trainer, marketing, etc.) will be documented on the AF Form 623a and annotated on the AF Form 1098 (i.e., MEPS, Admin, etc.). Supervisors are responsible for the training of recruiters under their supervision.

Flight Chief's Initials and Date

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| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Attachment 2

CJQS 8R000

| 1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES Key: "H" applies to health professions recruiters and "O" applies to OTS | 2. Critical Tasks | Time Phased Training Period | | | Training Date | Training Date | Training Date | Training Date | Training Date | Training Completion Date |
|---|-------------------------|-----------------------------|----------------|----------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------------------|
| | | 0 - 4 Month | 4 - 8 Month | 4- 12 Month | Trainee Initials | Trainee Initials | Trainee Initials | Trainee Initials | Trainee Initials | Flight Chief/Trainer Initials |
| 1. PROCESS KNOWLEDGE | | | | | | | | | | |
| 1.1. Demonstrates how to prepare initial interview forms. (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 1.2. Demonstrates proficiency in preparation of applications and forms, by specialty programs, using program announcements and application guides. (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 1.3. Demonstrates ability to verify licensure of health care professionals, to include DEA if applicable. (H) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 1.4. Can demonstrate pay computation and determine grade eligibility of applicants. (H) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 1.5. Demonstrates ability to process applications on members of the Reserve and Guard, or who otherwise hold commissioned/enlisted status in any other branch of service. (H/O) | | X | | | | | | | | |
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| 1.6. Can explain "specified periods of time" contracts. (H/O) | | X | | | | | | | | |
| | | | | | | | | | | |
| 1.7. Demonstrate the ability to counsel applicants on active duty service commitments. (H/O) | | X | | | | | | | | |
| | | | | | | | | | | |
| 1.8. Schedules applicants/selects for all stages of processing. For OTS applicants this includes testing, physicals, DEP (if eligible) and EAD. (H/O) | C | X | | | | | | | | |
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| 1.9. Demonstrates how to conduct quality control checks on applications, to include the physical exam, prior to submission. (H/O) | C | X | | | | | | | | |
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| 1.10. Demonstrates knowledge of the applications processing procedures at HQ AFRS and AFPC. (H/O) | | X | | | | | | | | |
| 1.11. Understands and is able to explain policy governing oath and commissioning procedures. (H) | | X | | | | | | | | |
| 1.12. Demonstrates ability to assist officer accessions selects with arranging shipment of household goods and obtaining TRs and advance travel pay. (H/O) | | X | | | | | | | | |
| 1.13. Demonstrates how to convert GPAs from quarter to semester hours and arrive at a GPA using transcripts from each school attended. (H/O) | | X | | | | | | | | |
| 1.14. Understands what additional statements are required as part of the application (Pre-service marijuana usage, etc.). (H/O) | C | X | | | | | | | | |
| 1.15. Understands what type of physical is required for each applicant (i.e. commissioning, Flight Class I, IA, II, III). (H/O) | C | | X | | | | | | | |
| 1.16. Understands the procedures for a selected applicant who declines IAW AETCI 36-2002. (H/O) | | X | | | | | | | | |
| 1.17. Demonstrates how to ensure a pre-departure interview is scheduled with the squadron commander within 15 days of class start. (O) | | X | | | | | | | | |
| 1.18. Understands and can explain how the specialty consultant and SG consultant interview process works. (H) | | X | | | | | | | | |

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| 2. PROGRAM KNOWLEDGE Recruiter must demonstrate thorough working knowledge of applicant eligibility criteria for assigned programs as follows: AFI 36-2005, AETCI 36-2002, and specific program announcements. | | | | | | | | | | |
| 2.1. Nurse Corps: a. Fully Qualified Nurse b. Nurse Specialist (includes CRNA HPSP) c. Nurse Transition Program (H) | C | | X | | | | | | | |
| 2.2. Medical Corps: a. Financial Assistance Program b. Fully Qualified Physicians c. Health Professions Scholarship Program (H) | C | | X | | | | | | | |
| 2.3. Dental Corps: a. Advanced Education General Duty (AEGD) (1 and 2 year program) b. General Duty Dentist (GDD) c. Dental Specialist d. Dental HPSP (H) | C | | X | | | | | | | |
| 2.4. Biomedical Science Corps: a. Fully qualified b. BSC HPSP (per current program announcement) (H) | C | | X | | | | | | | |
| 2.5. Officer Training School a. Rated (Pilot/Navigator) b. Non-Rated c. Technical D. Non-Technical (O) | C | | X | | | | | | | |
| 2.6. Demonstrates ability to set up Program Book with current program announcements and applicable regulations. (H/O) | C | X | | | | | | | | |
| 2.7. Can explain the structure and functions of Air Force Medical Service. (H) | C | | X | | | | | | | |
| 2.8. Fully understands and demonstrates ability to accurately complete the AETC Form 1430. (H) | C | | X | | | | | | | |

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| 2.9. Fully understands and demonstrates ability to accurately compute and complete the AETC Form 1431. (H) | C | | X | | | | | | | |
| 2.10. Demonstrate understanding of sister service and civilian health care systems. (H) | C | | X | | | | | | | |
| 2.11. Demonstrate understanding of HQ Air Force Officer Accessions and Training Schools (HQ AFOATS) current Basic Officer Training (BOT) and Commissioned Officer Training (COT) requirements as per AFOATS Website. (H/O) | C | X | | | | | | | | |
| 3. LEAD GENERATION | | | | | | | | | | |
| 3.1. Establish and maintain a game plan for colleges/universities and residency programs. (H/O) | C | | X | | | | | | | |
| 3.2. Demonstrate ability to establish school and residency program priorities and frequency of visits. (H/O) | C | | X | | | | | | | |
| 3.3. Develop contacts and establish rapport with influencer's in colleges, universities and residency programs. (H/O) | C | | X | | | | | | | |
| 3.4. Demonstrate how to establish rapport with key agencies, hospitals and other professional organizations who can refer qualified leads, i.e. County Medical Society, District Nurse Spec Assoc., AFRES, ANG, etc. (H/O) | C | | X | | | | | | | |
| 3.5. Demonstrate how to conduct or participate in student and/or applicant centered visits at colleges, universities, and residency programs. (H/O) | C | | X | | | | | | | |
| 3.6. Deliver a persuasive presentation/speech tailored for a specific audience. (H/O) | C | X | | | | | | | | |

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| 3.7. Obtain lists from colleges/universities and professional agencies. (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 3.8. Demonstrates lead generation by participating in career days/job fairs/conventions. (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 3.9. Demonstrate how to maintain and document actions and activities in AFRISS (mail-outs, visits, COIs, refinement, etc) (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 3.10. Demonstrates how to conduct COIs and generate Officer Accession leads. (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 3.11. Obtain leads through perpetuation. (H/O) | C | X | | | | | | | | |
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| 3.12. Plan and target an effective mail- out program. (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 4. Telephone Prospecting | | | | | | | | | | |
| 4.1. Employ proper techniques for planning telephone prospecting. (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 4.2. Demonstrate how to call highest priority of leads. (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 4.3. Obtain an appointment (and confirm date, time, location and transportation arrangements). (H/O) | C | X | | | | | | | | |
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| 5. Managing Leads | | | | | | | | | | |

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| 5.1. Create, maintain, close, and suspend leads in AFRISS. (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 5.2. Reroute leads to another recruiter. (H/O) | | X | | | | | | | | |
| | | | | | | | | | | |
| 5.3. Identify viable leads for suspension and demonstrates appropriate follow-up actions. (H/O) | | | X | | | | | | | |
| | | | | | | | | | | |
| 6. PROFESSIONAL SELLING SKILLS and PRODUCT KNOWLEDGE | | | | | | | | | | |
| 6.1. Demonstrate opening by; a. Proposing an agenda b. Stating the value to the customer c. Checking for acceptance (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 6.2. Demonstrates probing by; a. Using open probes to explore the customer’s: 1. Circumstances 2. Needs (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 6.3. Demonstrates supporting by a. Acknowledging the need b. Describing relevant features and benefits c. Checking for acceptance (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 6.4. Demonstrates closing by; a. Reviewing previously accepted benefits b. Proposing next steps for you and the customer c. Checking for acceptance (H/O) | C | X | | | | | | | | |
| | | | | | | | | | | |
| 6.5. Demonstrates overcoming customer indifference by; a. Acknowledging the customer’s point of view b. Requesting permission to probe c. Probing to create customer awareness of needs: 1. Exploring the customer’s circumstances for: • Opportunities • Effects 2. Confirming the existence of a need (H/O) | C | X | | | | | | | | |
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| 6.6. Demonstrates resolving skepticism by; a. Acknowledging the concern b. Offering relevant proof c. Checking for acceptance (H/O) | C | | X | | | | | | | |
| | | | | | | | | | | |
| 6.7. Demonstrates resolving a misunderstanding by; a. Confirming the need behind the concern b. Supporting the need • Acknowledging the need • Describing relevant features and benefits • Checking for acceptance (H/O) | C | | X | | | | | | | |
| | | | | | | | | | | |
| 6.8. Demonstrates resolving a drawback by; a. Acknowledging the concern b. Refocusing on the bigger picture c. Outweighing with previously accepted benefits d. Checking for acceptance (H/O) | C | | X | | | | | | | |
| | | | | | | | | | | |
| 6.9. Demonstrates ability to correctly identify relevant features and benefits when conducting sales calls (H/O) | C | | X | | | | | | | |
| | | | | | | | | | | |
| 6.10. Demonstrates ability to use relevant proof when conducting sales calls. (H/O) | C | | X | | | | | | | |
| | | | | | | | | | | |
| 6.11. Demonstrates ability to utilize the Call Planning Profile for strategic planning of sales calls. (H/O) | C | | X | | | | | | | |
| | | | | | | | | | | |
| 6.12. Demonstrate ability to effectively utilize exclusive and shared benefits during sales calls. (H/O) | C | | X | | | | | | | |
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| 7. OPERATIONS | | | | | | | | | | | | | | |
| 7.1. Conduct, validate and maintain market surveys. (H/O) | | X | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 7.2. Understands and can explain the flight's goaling formula. (H/O) | | | X | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 7.3. Understands and can explain the quarterly flow-trend analysis. (H/O) | | | X | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 7.4. Understands and can explain flight/squadron competition and incentive awards program. (H/O) | | | X | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 7.5. Understands and can explain facts and principles associated with the Recruiter Assistance Program. (H/O) | | | X | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 11. CERTIFICATION | | | | | | | | | | | | | | |
| A complete review of all tasks has been accomplished and I hereby certify each task listed in this JQS | | | | | | | | | | | | | | |
| Date: _____ | | | | | | | | | | | | | | |
| Signature: _____ | | | | | | | | | | | | | | |